Choice Training 9-4: 3rd Friday and 2nd Friday Count Report

1. 9-4 3rd Friday and 2nd Friday Count Reports

1.1 Training 9-4:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the 3rd Friday in September and 2nd Friday in January Count Reports.

9-4.2 How to Navigate this Training Module
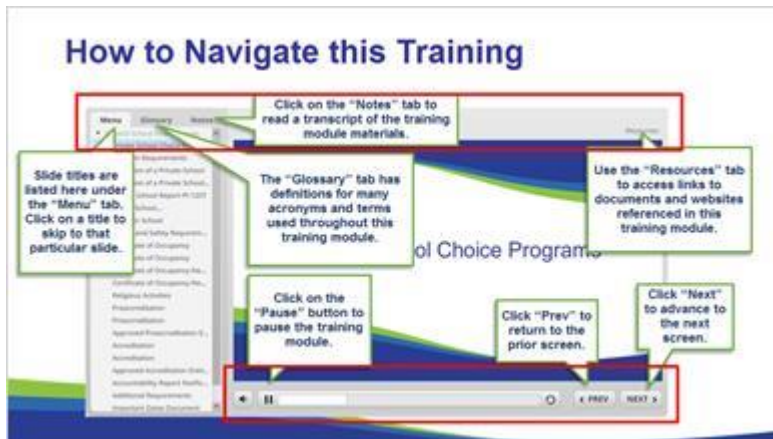
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.
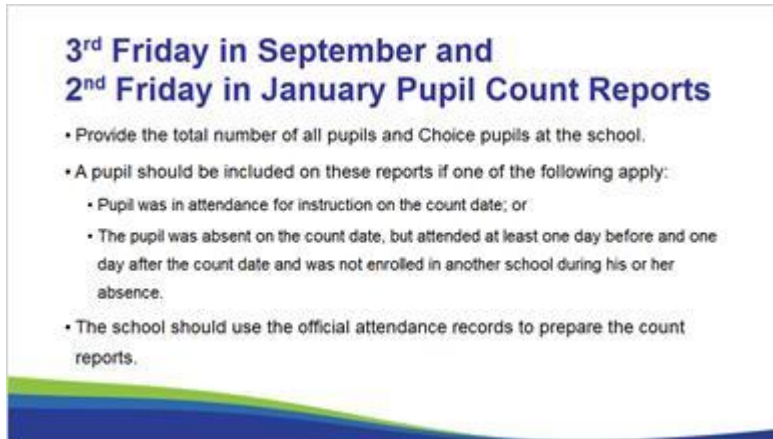
Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

9-4.3 3rd Friday in September and

Notes:

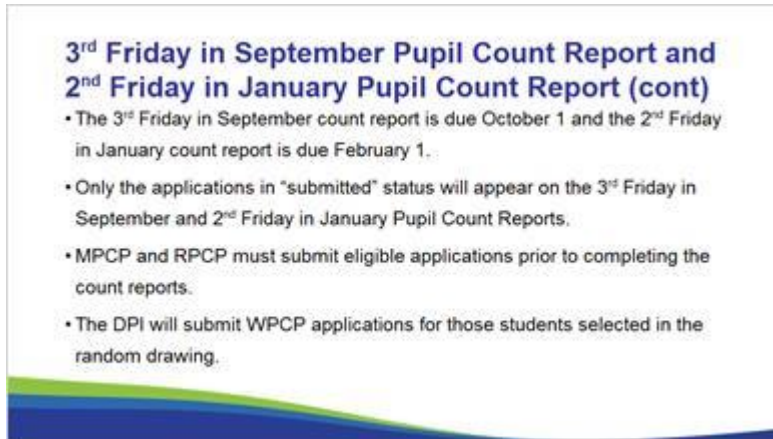The 3rd Friday in September and 2nd Friday in January Count Reports must identify the Choice pupils with an eligible application that meet the attendance requirements. The reports also include the total number of pupils at the school. The pupils must either be in attendance on the count date or be in attendance any day before **and** any day after the count date. Please note the requirement that the pupil be there any day before and any day after does not mean that the pupil must be at the school the Thursday before and the Monday after the count date. It is any day before and any day after the count date. If the pupil is meeting the day before and day after requirement, the pupil may not have been enrolled at another school during the period of absence. This means the pupil may not be enrolled at another private or public school in or outside of Wisconsin. The pupil must also not have been homeschooled during the period of absence.

The school must use the official attendance records to prepare the report. The official attendance records are a listing of all students, by grade level, who were in attendance at the school on the count date or before and after the count date. Choice pupils must be identified on these records. The official attendance records must come from the school's Student Information System, or SIS. For more information on the SIS please see training 2-1.

9-4.4 3rd Friday in September Pupil Count Report and

Notes:

The 3rd Friday in September count report is due by October 1 and the 2nd Friday in January Pupil Count report is due by February 1. These reports are submitted using the Online Application System, or OAS.

Applications that have been accepted and submitted in OAS will be included on the 2nd Friday in January Pupil Count Report and 3rd Friday in September Pupil Count Report.

Schools must submit the Milwaukee Parental Choice Program (MPCP), and Racine Parental Choice Program (RPCP), applications to DPI in OAS. DPI will change the status to submitted for the students who have been chosen in the random draw for Wisconsin Parental Choice Program (WPCP) applications.

9-4.5 Accessing in OAS

Notes:

In the left corner of OAS there is a menu bar. Under the "Pupil Count" section, click on the appropriate count report, which would be either September Count or January Count.

The Choice administrator will need to complete a count report for each program that the school participates in. For example, if your school participates in the MPCP, RPCP and WPCP, your school will complete count reports for each program even if that program doesn't have any students.

9-4.6 Navigating Through the Count Report

Notes:

The school can navigate through the count report by using the "Next" button on the top of the screen in OAS. The school should be sure to save each page regularly and before navigating to another page so no work gets lost.

If the school has multiple pages in this report, due to the volume of students, simply click on the number buttons to move to the next page of students.

9-4.7 Grade Changes

Grade Changes

- Grades can be changed in the count report.
- The grade on the count report will default to the grade entered on the student's application or if the grade was changed in a previous count report it will reflect the revised grade.
- The grade on the count report should be the grade the student was in on the count date.

Notes:

The grades submitted on the count report need to be accurate. If the school revised a grade on a previous count report, the revised grade will be the grade that appears in the next count report for that student. If a grade was not changed, the grade on the application will appear.

Schools have the ability to update or correct a grade in the count report prior to submitting the count report.

9-4.8 Grade Changes (cont)

Notes:

To change a student's grade on the count report the school will need to choose a grade from the drop down menu. Only the grades that the school reported on the Intent to Participate will be listed on the drop down menu. If the correct grade is missing, the school will need to contact DPI.

9-4.9 Grade Changes (cont)

Notes:

All choice students must be updated on the "Applications" section, even if the student is not counted on this report. Remember to save changes on each page before moving on to the next page. Advancing to the next page without first clicking "Save" will cause all changes to be removed.

9-4.10 Identify Students on the Count Date

Notes:

In the count report, the school must check the box for the students who were present on the count date. Save all changes prior to moving to the next page. By checking the box labeled 'Present on Count Date' the school is including that student on the count report. The official attendance records should be used to prepare this report and must be kept on file to verify Choice pupil attendance.

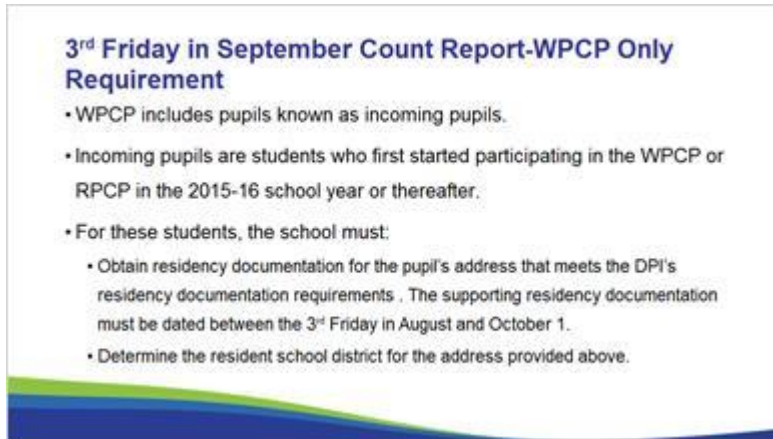## 9-4.11 Identify Students Present Before & After Count Date

Notes:

The students who were not present on the count date will appear on the Present Before and After page. Indicate a checkmark in both boxes under present before and present after to count the students who met the attendance requirements.

In order to meet the count requirements, a student must be present either on the count date, or any day before and any day after the count date. The student must not have been enrolled in another school during the period of absence. For example, if the student attended your school on Sept. 10 and didn't come back until Sept. 30, the school would need to verify that the student did not attend another school between those dates.

Using the official attendance records, the school should determine if the student was in attendance before and after the count date and check the appropriate box. The box should be checked for all students even if they only attended a day before or a day after the count date. The submitted count report to the DPI will only reflect the students who met the count requirements as Choice students.

After completing each page, click on the save button at the bottom of the page prior to clicking on the "Next" button to proceed.

9-4.12 3rd Friday in September Count Report-WPCP Only Requirement

3rd Friday in September Count Report-WPCP Only Requirement
- WPCP includes pupils known as incoming pupils.
- Incoming pupils are students who first started participating in the WPCP or RPCP in the 2015-16 school year or thereafter.
- For these students, the school must:
  - Obtain residency documentation for the pupil's address that meets the DPI's residency documentation requirements. The supporting residency documentation must be dated between the 3rd Friday in August and October 1.
  - Determine the resident school district for the address provided above.

Notes:

Schools participating in the WPCP are required to determine if WPCP incoming pupils moved as of the 3rd Friday in September. The school must review the incoming pupils and have the parents supply supporting documentation to verify residency if the address has changed. This documentation must be dated between the 3rd Friday in August and October 1 of that school year.

If the student's address has changed from when the student originally applied, the school must also determine the resident school district for the address provided.

Please see the Residency Bulletin for information on allowed residency documents and how to verify the school district. The Residency Bulletin is available on the Choice Bulletins webpage. A link to this webpage is available in the Resources link in the upper right corner of this training screen.

9-4.13 Residency Changes for WPCP Incoming Pupils

Notes:

The WPCP incoming pupils and the address on the applications will be listed on the "Incoming Moves" section of the count report. The school will need to verify with the parent that the address is still the same. If the address did not change then click the "Yes" radio button. If the address has changed, click the "No" radio button.

9-4.14 School District Changes for WPCP Incoming Pupils

Notes:

For incoming pupils with residency changes, the school will need to request supporting documentation from the parents to verify the current address. The documentation must be dated between the third Friday in August and October 1 of that school year. The new address will need to be entered on the address changes screen. Then check the appropriate radio button that the appropriate address verification has been received.

This process is extremely important due to the funding requirements of the program.

For more information on residency requirements, please see the Residency Bulletin. The Residency Bulletin is available on the Choice Bulletins webpage. A link to this webpage is available in the Resources link in the upper right corner of this training screen.

9-4.15 Class List

Notes:
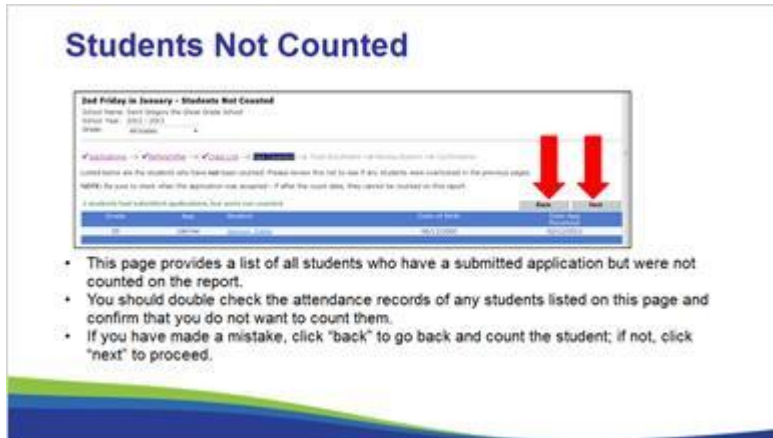
Once you have identified the pupils who met the count requirements, a class list will provide a summary of the students counted in your school's count report.

Reconcile this report with the official attendance records to verify the information entered in the count report is correct. Once the report is submitted, the report will be locked.

9-4.16 Students Not Counted

Notes:

The students not counted section shows a list of the students that did not meet the Choice count requirements.

The school should verify, with the official attendance records, that the students on this report actually did not meet the count requirements.

Using the navigation buttons, the attendance for a student can be changed if a mistake occurred. If all of the students on this list did not meet the count requirements, then click on the next button to move to the next screen.

9-4.17 September Repayments
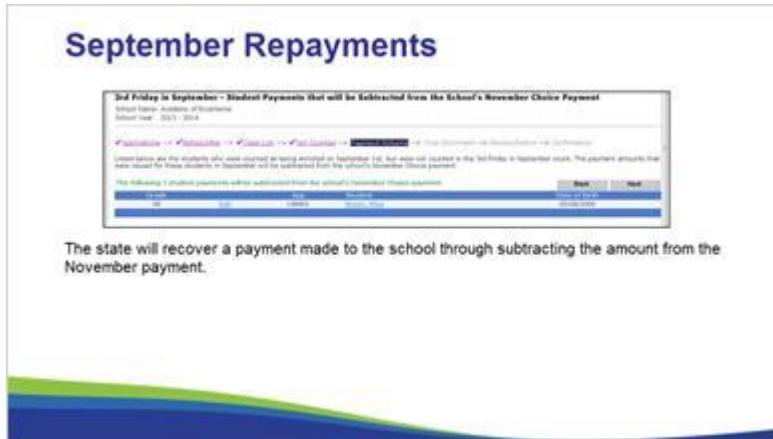
Notes:

The September Repayments section will provide a list of students who were counted on the September 1 enrollment report and not counted on the 3rd Friday in September count date.

If the student was counted on the enrollment report but not on the 3rd Friday in September count date, then the school will have to pay back the September payment for that student. The DPI will reduce the November payment to reflect the adjustment for the student.

9-4.18 All Pupil Count

All Pupil Count

- Include ALL pupils at the school in grades K4-12, even if a particular grade is not offered to Choice students.
- If the school holds K4 for the public school district do not include the K4 pupils in the all pupil count.
- If the school has kindergarten age pupils enrolled in day care, they are not included in the all pupil count.
- If the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should generally be included in the all pupil count.

Notes:

The all pupil count must include all pupils at the school in grades K4 to 12, even if a particular grade is not offered to the Choice students. If the school provides K4 for the public school district, the K4 pupils should not be included in the all pupil count. If the school has kindergarten age students, it must determine if it considers the pupils to be enrolled in educational programming or if it considers the pupils to be in daycare. It is the school's decision how it would like to treat the program. If the pupils are considered daycare students they should not be included in the all pupil count.

Generally, if the school is providing educational programming, meets the required number of hours of instruction, and the pupils are age eligible, pupils in K4 and K5 should be included in the all pupil count.

9-4.19 All Pupil Count

Notes:

The all pupil count must be entered for <u>all</u> pupils at the school that meet the attendance requirement. The pupils must either be in attendance on the count date or be in attendance any day before <u>and</u> any day after the count date and not enrolled in another school.

9-4.20 All Pupil Count

Notes:

The school needs to enter the all pupil count by grade and save the report.

9-4.21 Submitting the Report

Notes:

Prior to submitting the count report the school should review the class list and official attendance records to verify the information on this report is accurate. The report can be updated or corrected at any point prior to submission by clicking on the "Will Submit Later" button.

Designees can assist with the preparation of the report. However, only the Choice Administrator can submit the count report.

9-4.22 Make Changes After Submission

Notes:

After the report is submitted to the DPI, the report is locked and any changes that need to be made can only be completed by DPI staff.

Once the report is submitted, a link will be provided for the class list. This is an optional report for the school to print.

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.